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| --- | --- | --- | --- |
|  | **6th Grade** | **7th Grade** | **8th Grade** |
| **D**  **A**  **Y**  **1** | 1. Anyone absent for Boot Camp? 2. Logon Procedures 3. What is touch typing? 4. Typing Time Log On 5. **Internet Safety—Online Quiz** 6. Typing Time🡪 Lesson 🡪 #1 & 2 (Home row)   \*Home Practice @ www.sense-lang.org/typing | 1. Anyone absent for Boot Camp? 2. Logon Procedures 3. Typing Time Log On 4. Typing Time: Keypad Basics🡪 #1 (4,5,6,0) 5. Default Settings for Word 6. **Basic Training of Word via Multiple Intelligences Birmingham Quiz** | 1. Anyone absent for Boot Camp? 2. Logon Procedures 3. Typing Time Log On 4. Default Settings for Word 5. **Basic Training of Word via**   **Multiple Intelligences Birmingham Quiz**   1. Select a printer |
| **D**  **A**  **Y**  **2** | 1. Warmup: Typing Time🡪 Lesson #2 Review 2. Customize Quick Access Toolbar 3. Default Settings for Word 4. **Basic Training of Word🡪 Page Border & ClipArt** 5. Select a Printer 6. Typing Time 🡪 Lessons #1 & 2 | 1. Warmup: Typing Time🡪 Keypad Basics #2 (7,8,9) 2. Customize Quick Access Toolbar 3. Finish: Multiple Intelligences 4. **MS Word🡪Invitation with a hyperlink** 5. Select a Printer 6. Typing Time Practice | 1. Warmup: Typing Time 2. Typing Assessment 3. Customize Quick Access Toolbar 4. **Basic Training of Excel with Chart (PhotoTown)** 5. **Basic Training of Inspiration** |
| **D**  **A**  **Y**  **3** | 1. Warmup: Typing Time Review #2 10 min. 2. Typing Time🡪 Lessons 🡪 #3 & 4 (E,H) 3. **Basic Training of EasyBook** 4. Typing Time🡪Lessons🡪 #5 (Review) | 1. Warmup: Typing Time🡪 Keypad Basics #3 (1,2,3) 2. **Basic Training of Excel & Chart (PhotoTown)** 3. Typing Time Practice | 1. Warmup: Typing Time 2. **Basic Training of PowerPoint w/hyperlink**   **(My Life)**   1. **Basic Training of Publisher (Flyer)** 2. Typing Time Practice |
| **D A Y**  **4** | 1. Warmup: Typing Time Review #5 10 min. 2. Typing Time🡪 Lessons 🡪 #6 (I,T) 3. Typing Time🡪Lessons🡪 #7 (Left Shift, Period) 4. **Basic Training of Inspiration** 5. Typing Time🡪 Lesson 🡪 #8 Conditioning Practice | 1. Warmup: Typing Time🡪 Keypad Basics #4 (.) 2. **Basic Training of Inspiration** 3. **Basic Training of** **Timeliner** 4. **Basic Training of PowerPoint (2 slides)** | 1. Warmup: Typing Time 2. **MLA Reference Citations (book, website, & digital image)** 3. **Basic Training of Movie Maker**   5. Typing Practice |
| **D**  **A**  **Y**  **5** | 1. Warmup: Typing Time🡪 Lesson🡪 #5 Review 2. Typing Time🡪 Lessons 🡪 #8 (U,C) 3. Typing Time🡪Lessons🡪 #10 (N,W) 4. **Basic Training of PowerPoint (2 slides)** 5. Typing Time🡪 Lesson🡪 #9 Review-Improve Key **Stroking** | 1. Warmup: Typing Time🡪Games, Movies & 3D🡪 Games 2. **Basic Training of PPT Voice Over.**  * **Finish PPT** * **Students narrate each of their slides.**  1. **Audiograbber –Demo. Audiograbber through SynchronEyes in Broadcast mode. (Include sound on all PPT slides using Music from Clip Organizer.)** 2. **Basic Training of Publisher (Flyer)** | 1. Warmup: Typing Time Practice 2. **Basic Training of PPT Voice Over and Music**  * **Finish PPT** * **Students narrate each of their slides.**   3. **Audiograbber –demo. through SynchronEyes in Broadcast mode. (Include sound on all PPT slides using Music from Clip Organizer.)** |
|  | **6th Grade** | **7th Grade** | **8th Grade** |
| **D**  **A**  **Y**  **6** | 1. Warmup: Typing Time🡪 Lesson #9 2. **Basic Training of MLA Reference Citations**   **(Book & Digital Image for the SS Brochure Project)**   1. Typing Time🡪 Lesson🡪 #11 (G, Right Shift) 2. Typing Time🡪 Lesson🡪 #12 (B,P) 3. Typing Time🡪 Lesson🡪 #13 Review | 1. Warmup: Typing Time Practice 2. **MLA Reference Citations (Book, Web site, & Digital Image)** 3. **Basic Training of Movie Maker** 4. Typing Practice | 1. Multiple Intelligences Document:  * Complete sentences * Proper capitalization and punctuation * Title centered * Double spaced * Bold and Italics used  1. **Electronic Portfolio:**  * **Home Access Center Logon** * **Change password** * **Upload MI doc.**  1. **Introduction to SKYPE** |
| **D**  **A**  **Y**  **7** | 1. Warmup: Typing Time🡪 #13 Review 2. **Basic Training of Excel with Chart** (Soda Survey) 3. Typing Time🡪 Lesson🡪 #14 (M,X) 4. Typing Time🡪 Lesson🡪 #15 (Y,Z) 5. Typing Time🡪 Lesson🡪 #16 (Q, Comma) | 1. Multiple Intelligences Document:  * Complete sentences * Proper capitalization and punctuation * Title centered * Double spaced * Bold and Italics used  1. **Electronic Portfolio:**  * **Home Access Center Logon** * **Change password** * **Upload MI doc.**  1. **Introduction to SKYPE** |  |
| **D**  **A**  **Y**  **8** | 1. Warmup: Typing Time🡪 Lesson #17 Review   2. **Electronic Portfolio:**   * **Home Access Center Logon** * **Change password** * **Upload SS Brochure project**   **3. PPT Voice Over**  **4. Introduction to SKYPE** |  |  |